



SENIOR ARCHITECTURAL TECHNICIAN

JOB DESCRIPTION

Creating Better Life Experiences.
One Home at a Time.

BLOOR HOMES[®]

Job title	Senior Architectural Technician
Department	Design & Technical
Responsible to	Architectural Technical Manager
Responsible for	Architectural Technician, Trainee Architectural Technician, Assistant Architectural Technician

POSITION SUMMARY

The coordination of Design and Technical matters associated with new planning applications and existing development projects. The role is responsible for all stages of site development work, taking a site from inception to conclusion and beyond.

KEY WORKING RELATIONSHIPS

All members of the Regional Design & Technical Team and Head Office Design & Technical Department, Regional Land, Planning, Sales and Construction teams.

MAIN DUTIES

1. Engaging with land bid and strategic land processes at an early stage, to provide design, technical and planning input. Produce constraints information to inform designs, produce layout and detail design as may be required to enable land valuation and inform bid processes.
2. Producing and amending site layouts, house type planning drawings, and other design drawings and documentation.
3. Liaising with planning authorities and other project stakeholders on planning related matters, in connection with past, current and future planning applications.
4. The preparation, submission and management of planning applications, either those produced in house, or by external consultants. This includes, outline, full and reserved matters applications, as well as the production and submission of information to enable discharge of planning conditions.
5. Co-ordinating production of construction information, and the subsequent submission and management of building regulations applications.
6. Co-ordinating and issuing construction information to site.
7. Managing projects on site, handling queries as they arise, attending site meetings and other liaison as required.
8. Production of contract, legal and conveyancing drawings, and co-ordination of site legal set up.
9. Handling post-completions issues, such as management company liaison, technical input to customer care issues, and engagement with covenant and legal matters on completed sites.
10. Engagement with the supervision, management, development and mentoring of junior team members.
11. Co-ordinating other associated disciplines as deemed necessary, i.e., Ecological, Archaeological, noise surveys etc.
12. On occasion required to attend out of hours activities associated with job function i.e., Parish Council meetings, public exhibitions for planning applications etc.
13. Attending meetings that may be necessary in the performance of your duties.
14. Complying with and upholding company values, policies and procedures.
15. Undertaking any additional tasks as may reasonably be required from time to time.

It is a requirement of Bloor Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.